

SANDRA L. JENSEN

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Specify Whether You are an Attorney Licensed to Practice in Indiana: YES

Outline employment history and relevant experiences or attach a resume or c.v.: See attached

Reference any travel restrictions on service as a mediator: None

Identify any agencies or subjects in which you would not wish to mediate cases: None

Include or attach other information you believe may be of interest:

EXPERIENCE

Administrative Law Judge

June 2004 – Present

Natural Resources Commission
Indiana Government Center South, Room W-272
402 West Washington Street
Indianapolis, Indiana 46204

- Preside over adjudicatory hearings under IC 4-21.5 and 312 IAC 3-1 for proceedings within the jurisdiction of the Natural Resources Commission, the Geologists Licensure Board and the Soil Scientist Registration Board.
- Draft rules and nonrule policy documents on behalf of the Commission.
- Ensures that the Commission's other various responsibilities, associated with such things as conservancy districts, marina rate petitions, federal consistency reviews under Coastal Zone Management, and activities under IC 14-11-1-3, are carried out effectively and efficiently.
- Apply case management techniques, maintain control and decorum throughout proceedings and public hearings; apply sound legal reasoning and judgment.
- Conduct public hearings and abide public notice and public input requirements.
- Prepare findings of fact and recommendations for consideration and action by the Natural Resources Commission.
- Serve as the Assistant Director of the Division of Hearings

Director

April 2001 – June 2004

Office of Investigations
Indiana Department of Environmental Management
100 N. Senate Avenue, Room 1325
Indianapolis, Indiana 46206

- Subject matter and jurisdictional review of all new complaints
- Periodic case reviews for legal sufficiency
- Legal research to aid investigators and prosecutors
- Conduct complex environmental crime investigations
- Coordinate technical personnel and traditional law enforcement for successful administrative proceedings or prosecution by Indiana prosecutors
- Communication with agency chain of command and external stakeholders; Strategic planning; Case management; Administrative and procurement responsibilities
- Agency wide enforcement support projects
- Develop proactive investigation initiatives
- Supervise four environmental investigators

Attorney**June 2000 – April 2001**

Office of Legal Counsel
Indiana Department of Natural Resources
Office of Legal Counsel
402 West Washington Street
Indianapolis, Indiana 46204

- Participate in all phases of administrative litigation involving violations of the Natural Resources Code as well as appeals of agency decisions
- Negotiate settlements
- Provide legal services to various divisions of the Department involving:
- contract review
- negotiation of memoranda of understanding
- advisory legal research

Supervising Attorney**March 1997 – June 2000**

Indiana Civil Rights Commission
100 N. Senate Avenue, Room N-103
Indianapolis, Indiana 46204

- Investigate civil rights complaints for administrative and state court litigation
- Review of all final case reports for legal sufficiency
- Legal research projects
- Administration and Grant Coordination Responsibilities
- Conference planning and training presentations
- Supervise eight civil rights specialists

Attorney at Law**August 1994 – January 1997**

General Private Practice

- Provide general legal services primarily in the areas of family law, guardianships and real estate

Chief Deputy Prosecutor**June 1992 – January 1995**

Clay County Prosecutor's Office
Clay County Courthouse
Brazil, Indiana 47834

- Litigate as necessary involving criminal offenses and infractions
- Negotiate plea agreements
- Review police reports for legal and factual sufficiency

- Direct additional investigation as necessary
- Provide law enforcement continuing education

Deputy Prosecutor

June 1990 – June 1992

Marion County Prosecutor's Office
City County Building
Indianapolis, Indiana 46204

- Litigation involving juvenile, "D" felony and major felony prosecutions
- Negotiate plea agreements

EDUCATION

May 1990 - Doctor of Jurisprudence, Indiana University School of Law-Indianapolis
Indianapolis, Indiana

May 1987 - Bachelor of Arts, Indiana State University, Terre Haute, Indiana

Specialized Training and Memberships

- Advanced Environmental Crimes Training Program, Federal Law Enforcement Training Center
- Prosecuting Environmental Crimes, Midwest Environmental Enforcement Association
- Basic Criminal Environmental Investigator Training, Midwest Environmental Enforcement Association
- Cognitive Interviewing, Integrity Education Systems of Georgia
- Strategic Communications, The Portia Group, Ltd.

